

To: State Board of Education  
From: American Leadership Academy  
CC: Marlies Burns, Larry Shumway  
Date: July 7, 2008  
Re: One-Time Performance-based Compensation Program

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American Leadership Academy's Performance Based Compensation  
Program Plan.

1. This plan applies to the 2008-9 school year only.
2. Our plan provides for a distribution of performance based compensation based upon measured performance in the following areas:
  - a. measure of student academic progress or growth
  - b. specific measures of instructional quality
  - c. measures of quality or efficiency in education support functions
  - d. measures of parent and student satisfaction
  - e. measures of school progress
  - f. measures that demonstrate I improved academic, instructional and education support performance.
3. Our plan has included employees, parents, and board members in the development of our performance.
4. Our plan has been approved in principle by our board in work meetings. The public adoption will occur at our next board meeting.
5. Our school will provide reports related to this plan as requested.
6. We are submitting this plan on June 30, 2008 both by email and by mail to arrive prior to July 1, 2008.

Thank you,

Rob Muhlestein Director American Leadership Academy

## The American Leadership Academy Performance Plan-Section 1.

This plan applies to 2008-9 only.

## The American Leadership Academy Performance Plan-Section 2.

**2. Our Plan provides for a distribution of performance based compensation based upon measured performance. We have added a section to our work agreement table ( section #5) that evaluate our teacher's total performance. In this section we will detail how our plan works.**

1. American Leadership Academy has developed over the years a compensation plan that is based upon merit, not based upon tenure. It is based upon the following Pay table.



### ALA Work Agreement & Pay Table 2008-2009

#### **Base Pay -**

<i>Minimum Required activities</i>		<i>Rating 1-10</i>	<i>Comments</i>
1	<i>On time and in classroom during contract days/hours</i>		
	<i>Teach / Execute core curriculum materials as required</i>		
	<i>Maintain and enforce ALA policies as defined in the School Handbook</i>		
	<i>SIS Updated Weekly - post before you go home on Thursday</i>		
	<i>Mid Term - Parent-Teacher Conf. each term. 100% Parents Contacted</i>		
	<i>Posted and Hardcopy grades at end of each term</i>		
	<i>Substitute plans turned in (minimum of 2)</i>		
	<i>Daily attendance of all classes</i>		
	<i>Discipline in class</i>		
	<i>Organized classroom</i>		
2	<b>Classroom</b>		

	- Creative or Unique Physical set-up of classroom (demonstrate plans for review and approval.)		
3	<b>Teaching</b>		
	- Innovative approach (demonstrate plans for review and approval.)		
	- Individualized instruction (demonstrate how this is to be implemented within your class.)		
	- Before and/or after school availability for tutoring, counseling, special interest groups, etc. (Will be defined by Asst. Director together with a faculty team)		
4	<b>Administrative / In-service / Misc. School Activities/Accreditation</b>		
	Committee Work-work on one		
	- SpEd/Mentoring Steering		
	- School Steering Committee		
	- Survey Committee		
	- Technical Committee		
	- Testing Committee		
	- Leadership Committee		
	- Other (describe)		
	Training		
	- Providing at least 1 training to colleagues		
	- Attend required Faculty Trainings		
	School Duties-lunch duty, traffic duty-hall duty		
5	<b>Additional Pay for Performance SB2</b>		
	Student Achievement/Performance		
	Instructional quality at 90%		
	Measures of quality of efficiency in education support functions 90%		
	Measures of parent and student satisfaction 80%		
	Measures of School Progress		
	Overall Score on Items 1-5 at a 90% rating		
	<b>Additional Pay Activities -</b>		
	These activities are optional but are contractually bound to be fulfilled as agreed at the beginning of the year. Amendments to these agreements must be performed in writing.		
6	- Disclosure Documents and Syllabus turned in at beginning of Year - Curriculum, Scope and Sequence( Rubric being developed by Asst. Directors and Faculty teams)		
7	- Janitorial Maintenance of Your Own Classroom		
	Student Clubs		
8	<b>Extra-Curricular</b>		
	Elementary-Secondary Extra-curricular		
	Ticket taking at Fine Arts/ Athletic Events (# to be defined by Asst. Directors)		
9	<b>Special Projects</b>		

	Applicable if developed with Assistant Director		
10	Coaching or Other Activity Stipend (if applicable; describe)		

**Total Monetary Remuneration Per Annum**

this does NOT include other benefits such as medical/dental insurance, retirement, investment plans, etc.

2. Our teacher's pay for the current year is based upon each section of this table. Teachers must maintain a rating of B (85%) to remain employed, in their first 3 years, and 90% thereafter.
  - i. Teachers are evaluated weekly on these sections by an Assistant Director- one week with a classroom evaluation-one week with a one on one interview with an Assistant Director.
  - ii. Our Administrators are teacher oriented. 60% of their time is spent with teachers, 20% teaching students, 20% general administrative functions.
  - iii. When a teacher is deficient in one of these areas we follow this process
    1. Meet with the teacher and inform them of the area of deficiency.
    2. Work with them to create a solution to the deficiency with a plan and a time limit. Support is given to all teachers, but we especially work on helping new teachers achieve the A-rating.
    3. Follow-up the next week to check on progress.
    4. If continued work is needed, a written form will be documented in their personnel file with a date to correct the deficiency.
    5. If deficiency is not corrected, a recommendation will be made to the board to terminate employment.
3. For our performance based plan, we expect a rating to be an A level which corresponds to an average of 95% throughout the year for sections 1-4. Section 5 is unique to this performance plan and the areas of performance that correspond to each area will be outlined in our plan. We will take an average of the ratings for each area throughout the year and award pay incentives to those who have achieved that performance level.
4. Our teacher's continued employment for next year is based upon meeting an average of B 85% standard in each section. Failure to reach that standard would result in a

recommendation to our school board that we do not negotiate a new work agreement for the following year.

5. Pay raises are based upon performance and meeting these standards.
6. Our pay raises are not based on seniority but based upon performance and are negotiated individually. We use the local district pay scales as a measuring stick, but base their raises on performance.
7. Performance from our pay table fall in the following areas:
  - a. Measure of academic progress or growth corresponds to the following sections-

<i>Student Academic progress or growth</i>	
<i>On time and in classroom during contract days/hours</i>	
<i>Teach / Execute core curriculum materials as required</i>	
<i>Maintain and enforce ALA policies as defined in the School Handbook</i>	
<i>SIS Updated Weekly - post before you go home on Thursday</i>	
<i>Mid Term - Parent-Teacher Conf. each term. 100% Parents Contacted</i>	
<i>Posted and Hardcopy grades at end of each term</i>	
<i>Substitute plans turned in (minimum of 2)</i>	
<i>Classroom Evaluation Form</i>	
<i>Daily attendance of all classes</i>	
<i>Discipline in class</i>	
<i>Organized classroom</i>	

The Classroom evaluation form that is part of Section 1 is included here:

## **American Leadership Academy Classroom Educator Evaluation Form**

Teacher \_\_\_\_\_ Administrator \_\_\_\_\_  
Date \_\_\_\_\_

### **Teaching Expectations in Classroom Section A.**

**Rank 1-10**

1. Respect Students \_\_\_\_\_
2. Engage Students in discussion/Socratic Method \_\_\_\_\_
3. Use Core to teach Students \_\_\_\_\_
4. Classroom Management/Discipline \_\_\_\_\_
5. Positive reinforcement of Student academic response \_\_\_\_\_

**Total Section A.** \_\_\_\_\_

**Individual Meeting with Administrator Section B.**

1. Are Students learning?
  - a. How many students in each section are Failing?
  - b. Are students who were failing from last meeting improving?
  - c. Did you call parents of students who are failing?
  - d. How many students are excelling?\_\_\_\_\_
2. Are you using innovative educational techniques? \_\_\_\_\_
3. Are you individualizing your lesson plans
  - a. Are you not just teaching to one level \_\_\_\_\_
4. Are you teaching principles of leadership \_\_\_\_\_
5. Have you contacted 5 parents with positive comments about students? \_\_\_\_\_

**Total Section B.** \_\_\_\_\_

**Total Section A+B** \_\_\_\_\_

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Administrator Signature

Other Suggestions for improvement  
\_\_\_\_\_

b. Specific measures of instructional quality correspond to section 2

2	<b>Academic Support-Classroom</b>	
	- Creative or Unique Physical set-up of classroom (demonstrate plans for review and approval.)	
3	<b>Teaching/Instructional Quality</b>	
	- Innovative approach (demonstrate plans for review and approval.)	
	- Individualized instruction (demonstrate how this is to be implemented within your class.)	
	- Before and/or after school availability for tutoring, counseling, special interest groups, etc. (Will be defined by Asst. Director together with a faculty team)	

c. Measures of quality or efficiency in education support functions and

e. Measures of school progress correspond to sections 4.

4	<b>Administrative / In-service / Misc. School Activities/Accreditation</b>	
	Committee Work-work on one	
	- SpEd/Mentoring Steering	
	- School Steering Committee	
	- Survey Committee	
	- Technical Committee	
	- Testing Committee	
	- Leadership Committee	
	- Other (describe)	
	Training	
	- Providing at least 1 training to colleagues	
	- Attend required Faculty Trainings	
	School Duties-lunch duty, traffic duty-hall duty	

d. Measures of parent and student satisfaction correspond to a section of section 5

(This section, we will continue to work on as it has not had enough input from faculty and parents. Our Accreditation team suggested we continue to work on the form and we would like to update our evaluation form and have our Parent Council continue to work on it with our Faculty)

Measures of parent and student satisfaction 80%

Here is a copy of the parent/student satisfaction form:

## **American Leadership Academy Classroom Educator Evaluation Form**

Teacher \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

<b><u>Student Evaluation</u></b>	<b><u>Section A.</u></b>	<b><u>Rank 1-10</u></b>
10=100% highest 1= 10%		
1. Was I treated with Respect?		_____
2. Did the teacher help me learn the subject?		_____
3. Would you take a class from this teacher again?		_____
4. Was the class organized?		_____
5. If I needed help was the teacher willing to help me?		_____
<b>Total Section A.</b>		_____

### **Parent Evaluation** **Section B.**

1. Did my Students learn the subject? \_\_\_\_\_
2. Did you feel that the teacher used innovative \_\_\_\_\_

educational techniques to teach? \_\_\_\_\_

3. Was the class individualized?  
 a. Did it meet your students needs? \_\_\_\_\_

4. Did your student learn any principles of leadership? \_\_\_\_\_

5. Has the teacher contacted you? \_\_\_\_\_

**Total Section B.** \_\_\_\_\_

**Total Section A+B** \_\_\_\_\_

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Teacher Signature

Other Suggestions for improvement

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Section 5 will be used as a summary of all measures for our pay for performance plan.

<b>5</b>	<b><i>Additional Pay for Performance SB2</i></b>	
	<i>Student Achievement/Performance</i>	
	<i>Instructional quality at 95%</i>	
	<i>Measures of quality of efficiency in education support functions 95%</i>	
	<i>Measures of parent and student satisfaction 95%</i>	
	<i>Measures of School Progress 95%</i>	
	<i>Overall Score on Items 1-4 at a 95% rating</i>	

- a. A teacher must opt into this plan at the beginning of the year.
  - b. Our estimate is that there may be \$1000.00 available for each teacher
  - c. We will take the money that is allocated and award it to those teachers that reach 95%
  - d. That means we will divide up the money among those who reach the standard.
9. Our administrators will use the pay table to rate the teachers on a scale of 1-10 with 1 = 10% and 100= 100%. Each section of section 5 will be weighted at 20% to equal 100%
10. Sections 6-10 are extra sections that our teachers opt in or out of as separate activities and are not linked to the pay for performance plan.



### **The American Leadership Academy Performance Plan-Section 3.**

Our development of our plan included employees, parent and board members.

1. We used our Accreditation process which involved our whole school community as a basis for this plan.

2. We worked together with our faculty, administrative staff, and a parent committee to develop this plan.

### **The American Leadership Academy Performance Plan-Section 4.**

Our School board has worked with us to develop the plan and it has been approved in work meetings. Our pay for performance table has been presented in a Board Meeting and approved. We have added section 5 for this particular plan, and this complete plan will be presented at our August 2008 board meeting as written.

### **The American Leadership Academy Performance Plan-Section 5.**

Our school will provide reports related to this plan as requested.

### **The American Leadership Academy Performance Plan-Section 6.**

We are submitting this plan on or before June 30, 2008.